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DENTAL ASSISTANT SPECIALTY

Volume 7. Logistics Management



381st Training Squadron
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Qualification Training

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Volume 7, *Logistics Management*, Qualification Training Package (QTP) contains modules on maintaining logistics documentation, procedures for maintaining logistics publications, requesting supplies and equipment, managing stock levels, and storing of materials. This QTP is designed to enhance 5-, and 7-skill level OJT of dental assistant personnel. All eight QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities--as a supervisor/trainer--for conducting on-the-job training (OJT) per AFI 36-2201, *Developing, Managing, and Conducting Training*.

QTPs are designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *Basic Skills*; 2) *Clinical Skills - Radiology*; 3) *Clinical Skills - Chairside Assisting*; 4) *Clinical Skills - Preventive Dentistry*, 5) *Patient Administration*, 6) *Dental Data System*, 7) *Logistics Management*, and 8) *Clinic Management*. The QTP modules were written to assist you in preparing for and conducting training. You *must* use the QTP modules for training when either: 1) the STS task is a core task (minimum qualification for the specialty); or 2) you have identified the STS task as a requirement of the trainee's job. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance, while meeting local requirements for speed and accuracy. QTPs also aid OJT task certifiers in evaluating the trainees demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" that support and standardize those tasks.

Accompanying each volume of QTPs is a *qualification training progress record*. This QTP record serves as a document to record the date the trainee completes each module. Individuals in qualification/upgrade training must have this QTP progress record filed in their OJT folder. Use and annotation of this progress record are similar to current OJT documentation. When *you* are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, *you* must document and initial each task completion date in column 2B of the Specialty Training Standard (STS) and the "date completed" column in the QTP progress record. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

Typically, you will manage each module by first, training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e. steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

When beginning any training process you should first, review the procedures in each module with the trainee. Second, direct the trainee to review the training references listed to prepare for task performance. Third, go through the steps in task performance with the trainee, allowing enough time to adequately train each step (some modules may take longer to teach). Fourth, evaluate the trainees work at each critical step--using the performance checklist at this point will be helpful. Fifth, evaluate the trainee's performance and provide feedback on any areas for improvement. Finally, when the trainee has successfully completed the task you must document and initial both the STS and the QTP progress record. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381 TRS/XWAA, Sheppard AFB TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume.

The inclusion of names of any specific commercial product, commodity, or service in this publication is for informational purposes only and does not imply endorsement by the Air Force.

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MODULE 7-1 MAINTAINING LOGISTICS PUBLICATIONS AND RECORDS

STS TASK REFERENCE:

11b Maintain supply/equipment publications and records

TRAINING REFERENCES:

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*
Air Force Medical Logistics Letter (AFMLL)

EVALUATION INSTRUCTIONS:

Demonstrate how to maintain medical supply or equipment publications and reports.
Have the trainee use medical equipment or supply report listings. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist

PERFORMANCE RESOURCES:

AF Form 126, Custodian Request Log
AF Form 601, Equipment Action Request
Civilian Catalogs
Custodial Actions List (CAL)
Custody Receipt/Locator List (CRLL)
Historical Maintenance Report (HMR)
Stock Status Reports
Supplemented local directives
Three-year Equipment Budget Requirement List
Using Activity Backorder Report
Using Activity Issue/Turn-in Summary

**STEPS IN TASK PERFORMANCE:**

1. Maintain current AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General* and local directive supplements
2. Maintain AFMLL for 12 months unless rescinded or superseded
3. Maintain computer products for specified period of time:
 - a. Activity issue list until verified against the Issue/Turn-in Summary
 - b. Issue/Turn-in Summary for one fiscal year in addition to the fiscal year you are currently operating in
 - c. Backorder Report for one fiscal year in addition to the fiscal year you are currently operating in
 - d. Shopping Guide until superseded (produced upon yours or medical logistics' request) CRL until superseded
 - e. CAL until verified against CRL
 - f. HMR until superseded
 - g. Three-year Equipment Budget Requirement List until superseded
4. Maintain Custodian Request Log, AF Form 126 for all prepared AF Forms 601

**MODULE 7-1 MAINTAINING SUPPLY PUBLICATIONS AND RECORDS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Identify the steps for maintaining current AFMAN 23-110, Vol. 5, <i>Air Force Medical Materiel Management System--General</i> and local directive supplements		
2. Identify the steps for maintaining AFMLL		
3. Identify the steps for maintaining computer products		
4. Identify the steps for maintaining Custodian Request Log, AF Form 126		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 7-2 PREPARING REQUEST FOR ISSUE/TURN-IN OF SUPPLIES AND EQUIPMENT****STS TASK REFERENCES:**

- 11d Research supplies/equipment for procurement using Medical, Federal, or Local Source Catalogs
- 11e Prepare request for issue/turn-in supplies and equipment

TRAINING REFERENCES:

AFM 167-230, *Medical Logistics System (MEDLOG): I008/AJ Users Manual*
AFM 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*

EVALUATION INSTRUCTIONS:

For this module, you will need FEDLOG and MEDCAT which are both logistics programs. Demonstrate how to research supplies and equipment for procurement using FEDLOG and MEDCAT. Demonstrate how to prepare requests for issue/turn-in of supplies and equipment. Have the trainee research supplies/equipment using the federal catalog and also prepare requests for issue/turn-in of supplies and equipment. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Using Activity Issue List
Custodial Action List (CAL)
DD Form 1348-6, Single Line Item Requisition
System Document
AF Form 601, Equipment Action Request
Civilian Catalogs
Computer Printer
Computer with CD-ROM
Federal Catalogs
FEDLOG
MEDCAT



STEPS IN TASK PERFORMANCE:

FEDLOG:

1. Open FEDLOG program
2. Press any key to get to the main menu
3. Select "F3" Interactive; search criteria
4. Enter 1 of 8 areas to search and press the "F2" to initiate the search
5. Tag items you want information on by highlighting the item and pressing enter, F8 will Tag All the items in the list and F9 will Untag All
6. View 1 of 6 choices and tag your selection and conduct your search
7. Once you have the data you need, you may print it by pressing F7
8. Press Esc any time during your search, to return to previous screen or F10 for Main Menu
9. Press the Alt key and the X key to exit the system
10. Prepare request for Turn-in of supplies or equipment as a result of reduced workload, a change in procedures or mission, or overstocking
11. Prepare appropriate form (e.g. DD 1348-6, AF 601, or AF 2005) and enter reason for the turn-in in the remarks section
12. Prepare AF Form 601 for equipment request
13. Prepare DD Form 1348-6 or AF Form 601 request or turn-in of supplies or equipment as a result of reduced workload, a change in procedures or mission, or overstocking
14. Prepare DD Form 1348-6 or AF Form 601 and enter reason for the turn-in in the remarks section
15. Acceptable Turn-in items consist of unserviceable and suspended items identified as "other than serviceable" and serviceable items that no longer fit your requirements
16. Logistics provides you with a signed copy of the turn-in document
17. Maintain your signed copy until you receive a copy of the issue/turn-in listing

MEDCAT:

1. Open MEDCAT program
2. Press Enter on the MEDCAT SEARCH
3. Enter the last 9 digits of NSN or enter data in 1 of the other 4 areas to search
4. Press F2 to start search
5. Press the * to select or deselect the highlighted record
6. Press F7 to select the view you want to see
7. Press F6 to print the record
8. Press Esc at any time to return to the previous screen
9. Press F10 to Quit the program
10. Prepare request for Turn-in of supplies or equipment as a result of reduced workload, a change in procedures or mission, or overstocking
11. Prepare appropriate form (e.g. DD 1348-6, AF 601, or AF 2005) and enter reason for the turn-in in the remarks section.



12. Acceptable Turn-in items consist of unserviceable and suspended items identified as “other than serviceable” and serviceable items that no longer fit your requirements
13. Logistics provides you with a signed copy of the turn-in document
14. Maintain your signed copy until you receive a copy of the Using Activity Issue List and/or CAL



**MODULE 7-2 PREPARING REQUEST FOR ISSUE/TURN-IN OF SUPPLIES
AND
EQUIPMENT**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to research supplies/equipment using FEDLOG and MEDCAT and also prepare requests for issue/turn-in of supplies and equipment. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Access the FEDLOG and MEDCAT successfully		
2. Provide an accurate printout of the results of the search		
3. Exit the system successfully		
4. Correctly complete appropriate documentation to turn in supplies or equipment		
5. Maintain a signed copy of the issue/turn-in listing		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 7-3 MANAGING STOCK LEVELS****STS TASK REFERENCE:**

11f(1) Manage stock levels

TRAINING REFERENCES:

AFM 167-230, *Medical Logistics System (MEDLOG): I008/AJ Users Manual*

AFM 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*

EVALUATION INSTRUCTIONS:

Demonstrate how to manage stock levels of dental supplies. Have the trainee manage stock levels of dental supplies. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Computer Printer

Computer with CD-ROM

Flammable Storage Cabinet

MEDLOG

Using Activity Shopping Guide

Using Activity Stock Status Report

Vault or Safe

**STEPS IN TASK PERFORMANCE:**

1. Maintain a clean and orderly storage area to manage stock levels adequately
2. Store materiel in stock number sequence or separate into family grouping
3. Stock items so they can be issued with first-in/first-out concept; this ensures items are issued by earliest expiration date first
4. Label shelves with the stock number, item name, maximum level, reorder point, and unit of issue; facilities with established Stock In Forward Areas (SIFA) – shelves must be labeled with barcodes for items ordered on a recurring basis
5. Store items so they do not interfere with the operation of safety equipment, i.e. fire extinguisher, fire doors, etc.
6. Store and return acid(s) IAW AFOSH 127-43 and local directives
7. All flammable items must be separated and stored in a flammable proof storage cabinet
8. All items requiring refrigeration must be stored and rotated in acceptable refrigeration units
9. Do not exceed maximum permissible floor load; coordinate with Facilities Management section
10. All controlled medical items such as Code “R”(gold, silver, platinum) and “Q”(drugs, or schedule III, IV, or V items) must be signed for and stored in a vault or safe
11. Maintain a stock control level for items that are ordered on a recurring basis, take into consideration the economic order, safety level, and pipeline time quantities
12. Stock levels are established for items used on a recurring basis, they are normally listed on the shopping guide
13. Levels are adjusted based on the using activity’s ordering history; it is best to keep order quantities consistent
14. Control levels manually or let MEDLOG control them. The level is calculated based on the daily demand rate and the number of days between being restocked
15. Medical supply will print a Using Activity Stock Status Report when the account is manually controlled
 - a. This report lists items ordered on a recurring basis and shows the daily demand rate
 - b. This report will also display a suggested shopping guide level (SGL)
 - c. You can choose to use the suggested level, raise, or lower it; levels will remain the same until you choose to change them

**MODULE 7-3 MANAGING STOCK LEVELS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to manage stock levels of dental supplies and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Maintain a clean and orderly storage area		
2. Stock items using first-in/first-out, issuing earliest expiration dates first		
3. Label shelves and cabinets accurately with required information		
4. Maintain all flammables and other dangerous liquids in a flammable proof storage cabinet		
5. Ensure all controlled items are secured in a vault or safe		
6. Maintain an accurate, realistic stock level on all items		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 7-4 STORING DANGEROUS FLAMMABLE MATERIALS

STS TASK REFERENCE:

11f(2)(b) Store dangerous/flammable materials

TRAINING REFERENCE:

AFOSH 127-43, *Flammable and Combustible Liquids*

EVALUATION INSTRUCTIONS:

Demonstrate how to store dangerous or flammable materials. Ensure the trainee understands the terminology used concerning safety and health. Have the trainee store dangerous or flammable materials. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Flammable and Dangerous Materials

Flammable Storage Cabinet

STEPS IN TASK PERFORMANCE:

1. Store flammable materials in approved storage cabinet labeled “Flammable - Keep Fire Away”
2. Flammable liquids have a flashpoint below 100°F and are classified as Class 1A, 1B, or 1C
3. Combustible liquids have a flashpoint at or above 100°F and are classified as Class II, Class III A, and III B
4. Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured, or applied
5. The storage of any flammable or combustible liquids must not obstruct a means of escape from the building or area
6. Manufacturers publish operating instructions identifying working supplies of flammable and combustible materials

**MODULE 7-4 STORING DANGEROUS FLAMMABLE MATERIALS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to store dangerous or flammable materials and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Label the outside of an approved flammable cabinet correctly		
2. Ensure all flammable or combustible liquids were sealed appropriately		
3. Store all flammable and combustible supplies without obstructing exits		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 7-5 STORING AND TURNING-IN DISPOSABLE ITEMS

STS TASK REFERENCE

11f(3) Store/turn-in disposable items for destruction such as needles, blades and syringes

TRAINING REFERENCES:

OSHA 3129, *Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry*
AFI 44-108, *Infection Control Program*
AFI 47-101, *Managing Air Force Dental Services*
Year 2000 Dental Infection Control Guidelines

EVALUATION INSTRUCTIONS:

Demonstrate how to store and turn-in disposable items. Have the trainee store and turn-in disposable items. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Personal Protective Equipment (PPE)
Sharps Container
Tape

**STEPS IN TASK PERFORMANCE:**

1. Discard contaminated needles, disposable sharps (such as endodontic files or dental wires with exposed ends) in containers that can be resealed, are puncture-resistant, leak proof, and colored red or labeled with the biohazard symbol at completion of patient treatment
 - a. Maintain containers upright, easily accessible, and fill no more than two thirds capacity
 - b. Seal sharps container prior to transfer to an authorized sharps' disposal area
2. Use a secondary container for containers that are contaminated on the outside
3. Contain other regulated waste generated from dental procedures in resealable bags or containers that prevent leakage and are colored red or labeled
4. Clean up broken glass, that may be contaminated, with a brush or tongs, but never pick up by hand; even if gloves are worn
5. Waste removed from the facility may be regulated by a combination of local, state, and federal laws
6. Turn-in disposable items containers to dental logistics

**MODULE 7-5 STORING AND TURNING-IN DISPOSABLE ITEMS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Place contaminated disposable sharps in properly labeled, puncture-resistant, leak proof, and resealable container		
2. Seal sharps container before transfer to an authorized sharps' disposal area		
3. Turn-in to dental logistics for removal IAW local, state, and federal laws		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 7-6 USING MEDICAL EQUIPMENT OR LOGISTIC REPORT LISTINGS****STS TASK REFERENCE:**

11f(4) Use medical equipment or supply reports/listings

TRAINING REFERENCES:

AFM 167-230, *Medical Logistics System (MEDLOG): I008/AJ Users Manual*
AFM 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

Demonstrate how to use medical equipment or supply report listings. Have the trainee use medical equipment or supply report listings. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

FEDLOG

MEDCAT

Custodial Actions List (CAL)

Custody Receipt/Locator List (CRLL)

Using Activity Backorder Report

Using Activity Issue/Turn-in Summary

**STEPS IN TASK PERFORMANCE:****Supply Computer Products**

1. Maintain supply/equipment publications and records IAW applicable directives
2. Review Using Activity Backorder Report for total dollar value due-out, and the number of line items due-out to each activity
3. Review the monthly Backorder Report and return an annotated copy to medical logistics if changes or cancellation of due-outs are required
4. Maintain one copy of the Backorder Report in the property custodian binder
5. Review Using Activity Issue/Turn-in Summary list to verify all issues, reversals, turn-ins, and high dollar issue items for the using activity

Equipment Computer Products

1. Order the CRLL on an as required basis change of property custodians
2. Verify CALs to CRLL for gains and losses that occurred during the processing cycle
3. Conduct annual inventory of MEMO controlled property
4. Sign and return the certified copy to MEMO
5. File one copy of all certified listings in the MEMO property custodian file
6. Destroy CALs after the new CRLL reflecting all the changes has been certified and signed by the property custodian

**MODULE 7-6 USING MEDICAL EQUIPMENT OR LOGISTIC REPORT LISTINGS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Properly maintain supply/equipment publications and records		
2. Properly review and annotate the Using Activity Backorder Report		
3. Return the annotated copy of the Using Activity Backorder Report to medical logistics		
4. Properly file the custodians copy of the Backorder Report		
5. Identify all issues and reversals from the month using the Using Activity Issue/Turn-in Summary List		
6. Request a CRLL and properly conduct an inventory		
7. Receive a CAL and properly sign and file the list		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 7-7 REPORTING UNSATISFACTORY SUPPLIES OR EQUIPMENT

STS TASK REFERENCE:

11h Report unsatisfactory supplies or equipment

TRAINING REFERENCES:

AFM 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,
Dental Management Guide

EVALUATION INSTRUCTIONS:

The trainee must be able to identify and report unsatisfactory supplies and equipment.
After ensuring the trainee has received sufficient training, evaluate his/her abilities using
the performance checklist.

PERFORMANCE RESOURCE:

Reporting and Processing Medical Complaints/Quality Improvement Report (SF 380)

STEPS IN TASK PERFORMANCE:

1. Identify unsatisfactory equipment or supplies
2. Identify which category, (type I, II, III), the item applies to
3. Contact dental logistics personnel
4. Complete correct documents for turn-in if required
5. Arrange for transfer of equipment/supplies to dental or medical logistics
6. File turn in document
7. Send copy of SF 380, Reporting and Processing Medical Material Complaints/Quality Improvement Report to Dental Investigative Service (DIS)

**MODULE 7-7 REPORTING UNSATISFACTORY SUPPLIES OR EQUIPMENT****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to report unsatisfactory supplies or equipment and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Verify that the equipment/supplies are unsatisfactory for further use		
2. Properly notify the custodian for turn-in		
3. Properly categorize the materiel/equipment to the proper type (I, II, or III)		
4. Ensure that the equipment/supplies are turned in to medical logistics		
5. Ensure that documentation was filed into locally established binders for tracking equipment dispositions		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 7-8 MANAGING THE USER MAINTENANCE PROGRAM

STS TASK REFERENCE:

11i(1) Manage aspects of user maintenance program

TRAINING REFERENCES:

AFI 41-201, *Managing Clinical Engineering Programs*

AFM 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

Ensure the trainee understands the management aspects of the user maintenance program.
After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist

PERFORMANCE RESOURCES:

Instruction Manual

User Maintenance Program Folder

**STEPS IN TASK PERFORMANCE:**

1. Maintain a current instruction manual for each piece of equipment
2. Ensure that the equipment is serviceable, safe, and properly configured to meet mission requirements
 - a. Train personnel on the following items prior to equipment use:
 - (1) Recognize and report malfunctions of equipment
 - (2) Recognize and report potentially hazardous equipment conditions (could injure patient or damage equipment)
 - (3) Operate the equipment they are required to use
 - (4) Perform user maintenance and scheduled cleaning
 - (5) Use the equipment **only** for the purpose which it was intended
 - (6) Never attempt repairs beyond the operating techniques described in the operator's manual
 - b. Biomedical Equipment Technician (BMET):
 - (1) Inspect and calibrate equipment prior to use
 - (2) Provide initial and follow-on operator maintenance training to users
 - (3) Establish a folder to track the historical maintenance of the equipment
3. Document training received to support the user maintenance program
4. Follow proper reporting procedures for maintenance requests

**MODULE 7-8 MANAGING THE USER MAINTENANCE PROGRAM****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to manage a user maintenance program and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Maintain current instruction manuals for all of the dental clinic's equipment		
2. Ensure equipment operators are trained in user maintenance		
3. Document user maintenance training received		
4. Verify a BMET inspects and calibrates new equipment prior to use		
5. Follow proper reporting procedures for maintenance requests		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 7-9 REPORTING DEFECTIVE EQUIPMENT AND UTILITIES FOR
CORRECTIVE ACTION****STS TASK REFERENCE:**

- 11i(2) Report defective equipment and utilities for corrective action to appropriate agencies

TRAINING REFERENCES:

AFI 41-201, *Managing Clinical Engineering Programs*
AFM 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

The trainee must be able to report defective equipment and utilities to appropriate agencies for corrective actions. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist

PERFORMANCE RESOURCES:

Historical Maintenance Report (HMR)
Repairable Item Processing Tag (AFTO Form 350)

STEPS IN TASK PERFORMANCE:

1. Identify equipment for repair
2. Follow clinic process to notify BMET to schedule repairs – include the identification of the equipment, using activity, and nature of work requested
3. Retain a portion of the AFTO Form 350 tag for tracking the status of the equipment if
4. Log downtimes of malfunctioning equipment and verify against the HMR
5. Follow the Medical Treatment Facility guidance/directives to obtain maintenance repairs on utilities
6. Contact facility manager and convey correct location of defective equipment or utilities
7. Inform the facility manager whether affects mission accomplishment



MODULE 7-9 REPORTING DEFECTIVE EQUIPMENT AND UTILITIES FOR CORRECTIVE ACTION

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to report defective equipment and utilities for corrective action and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Identify and verify equipment/utilities needing repair		
2. Contact proper individuals, using correct channels, to schedule repairs		
3. Provide detailed information about equipment or location of the utilities to be repaired		
4. Retain appropriate paperwork for tracking the status of equipment/utility repair		
5. Verify maintenance was completed to required operational standards		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



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Dental Assistant Qualification Training Progress Record

Rank/Name _____

Qualification Upgrade Training to: **7-Skill Level**

<i>Volume 7. Logistics Management</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑦	1	1	Maintaining Logistics Publications and Records		
⑦	2	4	Preparing Requests for Issue/Turn-in of Supplies and Equipment		
⑦	3	8	Managing Stock Levels		
⑦	4	11	Storing Dangerous Materials		
⑦	5	13	Storing and Turning-in Disposable Items		
⑦	6	16	Using Medical Equipment or Supply Report Listings		
⑦	7	19	Reporting Unsatisfactory Supplies or Equipment		
⑦	8	21	Managing the User Maintenance Program		
⑦	9	24	Reporting Defective Equipment and Utilities for Corrective Action		

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MEMORANDUM FOR 381 TRS/XWAA
 917 Missile Rd
 Sheppard AFB TX 76311-2246

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module.

Volume # _____

Module # and
title _____

2. Identify improvement/correction section(s)

_____ STS Task Reference	_____ Performance Checklist
_____ Training Reference	_____ Feedback
_____ Evaluation Instructions	_____ Format
_____ Performance Resources	_____ Other
_____ Steps in Task Performance	

3. Recommended changes--use a continuation sheet if necessary.

4. You may choose to call in your recommendations to DSN 736-6960 or FAX DSN/Commercial 736-6928 or (817) 676-6928.

5. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position